

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

FIELD INVESTIGATOR

Position: Investigator IV Full time (40 hrs/wk) Job Location: Dallas/Fort Worth	Salary: \$3,550 per month (\$42,600 annually)
Classification Number: 1353 Group: B18	Posting Date: October 2, 2015
Listing Number: 5041602 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: November 1, 2015
Contact: Aisha Vaz; hr@tsbde.texas.gov ; (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2015 the agency is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Field Investigator is a team member of the Investigations Division and will work under the general supervision of the Director of Investigations and Field Lieutenant, with moderate latitude for the use of initiative and independent judgment. The Field Investigator will perform moderately complex (journey-level) investigative work.

EXAMPLES OF WORK PERFORMED:

- Manage an independent caseload.
- Plan and conduct investigations of alleged violations of laws, rules, and regulations.
- Conduct background and personal history investigations, reviews records and verifies information.
- Contacts and interviews witnesses and complainants.
- Evaluates and summarizes findings and prepares records, correspondence, and reports.
- Prepares and presents information to appropriate law enforcement and prosecuting agencies.
- Prepares cases for presentation at hearing or in court and presents testimony and evidence.
- Reviews and analyzes records and reports for compliance with laws and regulations.
- Reviews investigative techniques and recommends improvements as appropriate.

- May perform undercover or surveillance work regarding suspected violators.
- May serve subpoenas and make arrests.
- May examine, investigate, and analyze the business activities of entities to ensure compliance with statutory and regulations.
- Ensures assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, regulations and requirements.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited four-year college or university with major course work in criminal justice or related field in generally preferred. Experience may be substituted for education. Intermediate or higher Peace Officer License issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) is required. Bi-lingual is a plus.

EXPERIENCE: Five years Law Enforcement experience required. Two years Law Enforcement investigative experience preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of investigative principles, techniques and procedures.
- Knowledge of court procedures, practices and rules of evidence.
- Skill in determining proper course of action.
- Ability to prepare reports, to interpret law and regulations, to gather and analyze data.
- Skill in maintaining records and written reports.
- Skill in operation of technical equipment and detection devices.
- Strong attention to detail.
- Ability to communicate effectively.
- Skill in using a computer, databases, and applicable software.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work cooperatively with others in a team environment.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 31, 35, 58, 1N, 3P, 7S, 14, 31, 71, 31B, 31D, 35L, 311A, 31A, IS, 181X, 182X, 642X, 644X, 649X, 742X, 744X, 749X, IV, 401, 023, 024, 47, 84, INV, OAP12, OAP14, 5813, 5819, 5821, 5822, 5805, 7596, 1NOX1, 3POX1, 750X1, 14NX, 31PX, 71SX. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

RESIDENCY REQUIREMENTS: This position will work out of his/her home in the Dallas/Fort Worth Metroplex. Preference will be given to those residing in or within 20 miles of Dallas or Tarrant Counties.

OTHER: Work hours are an 8 hour day, 5 days a week or a 10 hour day, 4 days a week. Agency follows State of Texas travel reimbursement policies and procedures. Investigator may occasionally use his/her own vehicle and be reimbursed for mileage. Agency pays for office phone and partially for internet service. Overtime will occasionally be required. Travel out of area and to Austin Headquarters will occasionally be required.

Applicants are subject to an extensive law enforcement background investigation.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Aisha Vaz at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.